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**Course Name**

# Legal Review for Non-Legal Professionals

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**Sector Name**

Legal and Corporate Law

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## Legal Review for Non-Legal Professionals

### Course Introduction

Non-legal professionals are frequently required to engage with contracts, policies, compliance documents, and regulatory materials, and without legal training, this can lead to misunderstandings, risks, and missed opportunities.

This training program equips participants with the knowledge, frameworks, and practical tools to confidently review legal documents, identify potential issues, and communicate effectively with legal teams.

This program focuses on simplifying legal concepts, building analytical skills, and applying structured approaches to reviewing business agreements and compliance documents.

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## Legal Review for Non-Legal Professionals

### Target Audience

- ✓ Business managers and executives
- ✓ Project managers and coordinators
- ✓ Procurement and supply chain professionals
- ✓ HR and finance managers
- ✓ Any non-legal professional who handles or reviews legal/contractual documents

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## Legal Review for Non-Legal Professionals

### Learning Objectives

- ✓ Understand core legal concepts and terminology relevant to business and organizational contexts.
- ✓ Apply structured methods for reviewing contracts, agreements, and legal documents.
- ✓ Identify red flags, risks, and obligations within common legal texts.
- ✓ Distinguish between negotiable and non-negotiable legal provisions.
- ✓ Communicate findings and queries clearly with internal stakeholders and legal professionals.
- ✓ Reduce organizational exposure to risks by conducting informed preliminary reviews.
- ✓ Support compliance and governance processes with greater confidence.

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## Legal Review for Non-Legal Professionals

### Course Outline

#### ✓ Day 01

##### **Foundations of Legal Awareness**

- ✓ Role of legal review in business decision-making
- ✓ Importance of contracts, policies, and regulations
- ✓ Legal vs. business perspectives: finding common ground
- ✓ Understanding the legal environment
- ✓ Sources of legal obligations
- ✓ How courts interpret legal documents: plain meaning vs. intent?
- ✓ Overview of the legal review process for non-lawyers

##### **Key Legal Terminology and Concepts**

- ✓ Common legal terms: indemnity, liability, jurisdiction, force majeure
- ✓ Difference between conditions, warranties, and representations
- ✓ Understanding “boilerplate” clauses and why they matter
- ✓ Definitions and interpretation clauses in contracts
- ✓ Distinction between obligations, rights, and remedies
- ✓ Role of signatures, witnesses, and execution formalities
- ✓ Avoiding common misunderstandings of legal language

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### Course Outline

#### ✓ Day 02

##### **Structure of Contracts and Agreements**

- ✓ Typical layout of contracts: from recitals to schedules
- ✓ Key components of commercial agreements
- ✓ Clauses that create obligations vs. those that limit risk
- ✓ Identifying performance obligations and timelines
- ✓ Payment terms and financial responsibilities
- ✓ Confidentiality and non-disclosure clauses

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### Course Outline

#### ✓ Day 03

##### **Employment and HR Legal Documents**

- ✓ Employment contracts: core clauses to review
- ✓ Confidentiality and non-compete agreements
- ✓ Employee rights and employer obligations
- ✓ Legal risks in recruitment and termination clauses
- ✓ Policies: harassment, discrimination, workplace safety
- ✓ Compliance with labor laws and regulations

##### **Procurement, Supply & Service Agreements**

- ✓ Purchase orders vs. formal contracts
- ✓ Service Level Agreements (SLAs): key elements
- ✓ Warranties and guarantees in supply contracts
- ✓ Payment terms, penalties, and incentives
- ✓ Delivery obligations and acceptance testing
- ✓ Risk of supply chain disruptions and liability

## Legal Review for Non-Legal Professionals

### Course Outline

#### ✓ Day 04

##### **Risk Identification in Legal Documents:**

- ✓ Understanding liability and risk allocation
- ✓ Indemnification clauses
- ✓ Limitation of liability
- ✓ Intellectual property rights in agreements
- ✓ Termination rights and consequences
- ✓ Governing law and dispute resolution clauses
- ✓ Spotting red flags in supplier/customer agreements

##### **Compliance and Regulatory Documents**

- ✓ Understanding regulatory frameworks and compliance needs
- ✓ Industry-specific compliance
- ✓ Internal policies vs. external regulations
- ✓ Reviewing compliance manuals and SOPs
- ✓ Data protection and privacy requirements
- ✓ Records retention and audit readiness
- ✓ Reporting obligations and non-compliance risks

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#### ✓ Day 05

##### **Drafting and Reviewing Policies**

- ✓ Policy vs. procedure vs. guideline
- ✓ Elements of an effective organizational policy
- ✓ Reviewing draft policies for clarity and enforceability
- ✓ Ensuring alignment with legal and compliance frameworks
- ✓ Spotting vague or ambiguous wording
- ✓ Evaluating enforcement mechanisms

##### **Negotiation Insights for Non-Lawyers**

- ✓ Distinguishing negotiable vs. non-negotiable terms
- ✓ Preparing for contract negotiations
- ✓ Communicating with legal counsel during negotiations
- ✓ Prioritizing business interests while respecting legal frameworks
- ✓ Using “plain language” to clarify clauses
- ✓ Escalating issues appropriately to legal experts
- ✓ Techniques to strengthen negotiation positions

## Legal Review for Non-Legal Professionals

### Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Nov. 16, 2026	Nov. 20, 2026	5 days	4250.00 \$	UAE , Dubai
Jan. 10, 2027	Jan. 14, 2027	5 days	4250.00 \$	KSA , Riyadh
June 8, 2026	June 12, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
Sept. 14, 2026	Sept. 18, 2026	5 days	4950.00 \$	England , London
Dec. 28, 2026	Jan. 1, 2027	5 days	4250.00 \$	UAE , Dubai

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